



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC STATE COMPTROLLER ASSISTANT DIVISION DIRECTOR (GENERAL)

ANNUAL: \$ 90,282
SALARY: \$123,104

SALARY
GROUP: MP 66

APPLICATION CLOSING
DATE: **APRIL 28, 2016**

EXAM
NO: 160400OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Office of the State Comptroller this class is accountable for assisting in administering the programs and activities of a major division with statewide impact.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 28, 2016**.

GENERAL EXPERIENCE: Nine years of experience in accounting, auditing, or business management with major responsibilities in the accounting area.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity. Note: (1) Supervisory capacity is defined as scheduling, assigning, overseeing work, and establishing performance standards for employees and taking corrective measures to implement those standards. (2) For state employees, supervisory capacity will be interpreted at the level of Supervising Accountant, Supervising Accounts Examiner, or Payroll Systems Supervisor.

SUBSTITUTION ALLOWED: (1) College training in accounting or business administration may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting or a closely related field may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one additional year of the General Experience: Certified Public Accountant or Certified Internal Auditor. (4) A law degree from an accredited school of law may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of accounting principles and practices including governmental accounting, accounts payable procedures, and/or payroll accounting; knowledge of commercial business practices, particularly accounts receivable practices and procedures; knowledge of fiscal and payroll practices and public payroll audit procedures; knowledge of application of EDP equipment to accounting systems. Considerable knowledge of and ability to apply relevant state and federal laws, statutes, and regulations; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in analysis and preparation of complex and comprehensive financial statements and reports.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by APRIL 28, 2016.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by MAY 26, 2016. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.